



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 28, 2014

Laurie Ihm  
10888 Cedar Ridge Court  
Peosta, IA 52068

Dear Child Care Provider,

**Please read this carefully, failure to follow the instructions in this letter may result in revocation.** A copy of this letter went to CCRR. You may contact CCRR for a visit. CCRR can help you get the forms and such you may need. CCRR will notify DHS that you are in compliance. You received a paper from me during our visit regarding any missing items.

This letter is in regards to the 4/29/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

Reminder: Effective November 1, 2013 there are new forms for physicals (for provider, family and pets). These forms will be required to be in files during the next checklist. Also remember you need to have any items that say "keep out of reach of children" up on higher shelves in bathroom and other areas. DHS will be looking at all rooms in the home.

☐ 110.5(8) Children's Files.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 6/1/14.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed.** By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope or email. If you send this by email, please also send to CCRR as occasionally the DHS system will not allow those through from individuals.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ex.t 422 800/650-6361 for long distance only Fax: 563/557-9177

CC: File, CCRR, DHS Supervisor

Always Remember: DHS web site: [www.dhs.state.ia.us](http://www.dhs.state.ia.us)

CCRR has a new consultation tool which they will be using when they visit you. This tool will help prepare you for my checklist visit. I am encouraging all providers to contact CCRR for a visit prior to your renewal date every year. CCRR has other tools to help too, like the Family Child Care Environmental Rating Scale (FCCERS), and info on Positive Guidance and Discipline to name a few. Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

For Dubuque County:

CCRR 2728 Asbury Rd, Atrium Building, Dubuque, IA 52001

563-557-1628 or 866-296-5331, fax 563-582-5572

Cherie Kennedy: [cherie.kennedy@episervice.org](mailto:cherie.kennedy@episervice.org) Child Care Consultant, CCRR

Kacey Wiest: [kacey.wiest@episervice.org](mailto:kacey.wiest@episervice.org) Child Care Consultant, CCRR

Tara Roddick: [tara.roddick@episervice.org](mailto:tara.roddick@episervice.org) Child Care Consultant/Supervisor, CCRR

Stephanie VanGroll: [Stephanie.vangroll@episervice.org](mailto:Stephanie.vangroll@episervice.org) Child Care Consultant, CCRR

Michael McMahon, Fire Marshal: 563/589-4195 [mmcmahon@cityofdubuque.org](mailto:mmcmahon@cityofdubuque.org) Dubuque Fire Department

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).